



NATIONAL ENDOWMENT FOR THE ARTS

CHALLENGE AMERICA FAST TRACK GRANTS Instructions for Requesting Payment

April 2001

To request your grant funds, please use the *Payment Request Form* enclosed in this award package or available on the Endowment's website at <http://www.arts.gov/guide>. The following instructions are provided to assist you in completing this form. The availability of this information, however, is not intended to replace or relieve you of your responsibility to read the standard instructions provided in the OMB *Circulars* (see link on our Web site).

If you have any questions or need additional forms, please contact the Grants & Contracts Office at (202) 682-5403.

Before you begin, please note the following:

- C Upon the start of grant activity, you may request all of your grant funds. Do NOT expect to receive any funds before the start date of your grant.
- C Funds can only be remitted via Electronic Funds Transfer to your financial institution ("bank"). (See Step 7 of these instructions.)
- C You can generally expect to receive payment within 30 days of submitting your request(s) to the Endowment if your payment form is completed correctly. **Please plan accordingly.**
- C Do not request less than **\$1,000** at any one time.
- C Round all figures to the nearest dollar. **Do not include cents.**
- C The form must be signed by an authorizing official. (See Step 6 of these instructions.)
- C If you receive your payments through an alternative method of funding (i.e., working capital advance, cost reimbursement or certification), please refer to the instructions previously provided.
- C Forms are available on our website at <http://www.arts.gov/guide>. If you choose to create your own copy of the Endowment's *Payment Request Form*, you must replicate the entire form verbatim including the certification to the *Assurances as to Labor Standards*.

STEP BY STEP INSTRUCTIONS: The numbers listed below correspond to the numbers on your payment request form.

1. You must include your official IRS name and address.
2. Enter the 10-digit Grant Number from your grant award letter (e.g., 00-9000-3000).

TIP: Do not confuse this with the application number (e.g., A00-000001). Failure to include the Endowment's Grant Number will delay the processing of your request.

3. If this is your first payment request for this grant, enter a "1." If it is your second, enter a "2," etc. Upon the start of grant activity, you may request all of your grant funds with the first payment request. Endowment funds cannot be used for expenditures incurred outside the grant period identified in your grant award letter without an approved time amendment.
4. Request for Payment: Round your payment request to the nearest dollar. Do not request less than **\$1,000** at any one time.
 - a. Enter your grant amount.
 - b. Enter the total of all amounts previously requested.
 - c. Enter the amount you are now requesting, recognizing that the sum of "b" and "c" cannot be more than "a."
6. Your signature indicates that you are agreeing to **all** the terms and conditions of the grant. This form must be signed by the authorizing official who either signed the application or has a *Signature Authorization Form* or letter on file with the Grants & Contracts Office. Signature authority must be updated every four years to remain in effect. For your convenience, a form is available for this use in the back of the *General Terms*. In addition, note the following restrictions that apply to authorizing officials signing this form:
 - any person serving on an Endowment panel generally can act as an authorizing official for any application or grant **except** for those applications reviewed by the panel that he/she serves on. This prohibition is in effect throughout the entire grant period.
 - for organizations that act as a sponsor or fiscal agent, the payment request **must** be signed by an appropriate authorizing official of the **sponsor** organization.
 - colleges and universities may delegate authority to a fiscal officer to sign payment requests by submitting a signature authorization form or letter to the Endowment's Grants & Contracts Office. This delegation **and** signature must be on file in the Endowment's Grants & Contracts Office.

TIP: The Endowment will be unable to process your payment request if it is not signed and dated by an authorizing official. This is a common reason payment requests are delayed.

7. You must complete this section in order to receive your grant funds. Funds will be transferred electronically to your bank and deposited directly into your account. You must include this information on **each** payment request.

• **FOR AN ACH TRANSFER OF FUNDS, please provide the following:**

- the name of your bank;
- the city and state of your bank;
- your bank's nine-digit Routing Transmittal Number (RTN);
- your bank account number to be credited
- the type of account (checking or savings); and
- your Taxpayer Identification Number (also known as "Employer Identification Number"). This nine-digit number is assigned to your organization by the Internal Revenue Service (IRS).

TIP: Make sure that your bank's RTN and your bank account numbers are correct and legible. An incorrect number will prevent your bank from crediting your account.

A sample check graphic is provided to assist you in identifying your routing and account numbers. (The routing and account numbers may be in slightly different places on your check.) Please contact your financial institution to verify the correct routing and account numbers.

The routing number **must** be **nine** digits. If the first two digits are not **01** through **12** or **21** through **32**, the direct deposit will be rejected. Your check may state that it is payable through a bank different from the financial institution at which you have your checking account. If so, do not use the routing number on that check. Instead, contact your financial institution for the correct routing number to enter on this line.

The bank account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Do **not** include the check number.

Sample Check

OTIS PUPETTE
SINDEE PUPETTE
123 Main Street
Anyplace, MD 20901

PAY TO THE
ORDER OF _____ 19

ANYPLACE BANK
Anyplace, MD 20901

For _____

9-digit routing number (RTN) 250250025

checking account number 20202086

5777

15-00000000

5777

Do not include the check number

TIP: Funds must be transferred directly to a checking or savings account. Funds *cannot* be transferred to a trust.

TIP: The Endowment is unable to use Fedline (further-wire-to secondary accounts) for amounts under \$100,000. Please do *NOT* enter a second bank account number at the bottom of the form.

TIP: To verify receipt of funds, *call your bank*, not the Endowment. You must ask if it received an ACH payment (do not use any other term) to your account.

Organizations may fax their requests to the Grants & Contracts Office at (202) 682-5610 or 5609. Although this will reduce the transmission time, requests will be processed in the order received.

*[NOTE: Do **NOT** mail a hard copy if you fax your payment request.]*